

## Section 150 - Personnel Policy

### SECTION 150.01. CITY MANAGER; POWERS AND DUTIES.

**City Manager.** The City Manager shall be appointed by the Council and shall serve at the Council's pleasure. The Manager shall be the chief administrative officer of the City and all departments of the City shall be under the overall control of the City Manager. The City Manager shall have the following general duties and responsibilities:

Subd 1. **Appointment of personnel.** Appoint, direct, and remove, upon the basis of merit and fitness, all City staff including the City Clerk, heads of all departments, and all subordinate staff.

Subd 2. **City Departments.** Plan the organization of City staff and assign appropriate responsibility and authority for the efficient and effective delivery of City services.

Subd 3. **Budget.** Prepare and administer the annual City budget; develop compensation plans and personnel policies for City staff consistent with good management practices.

Subd 4. **Purchasing Agent.** Serves as chief purchasing agent of the City.

Subd 5. **Council Agendas.** Prepare Council agendas and information for Council meetings with appropriate staff research and recommendations.

Subd 6. **Communication.** Communicate effectively with Council members, City staff, news media, other governmental agencies, and the public.

Subd 7. **Appointment of City Attorney.** The City Manager, with the consent of the Council, shall appoint a City Attorney, who shall serve at the pleasure of the Council. The City Attorney shall perform such duties as are required by law or referred by the Council.

Subd 8. **Appointment of City Clerk.** The City Manager shall appoint a City Clerk. It shall be the duty of the City Clerk to carry out the provisions of State Statute §412.151.

Subd 9. **Appointment of City Treasurer.** The City Manager shall appoint a City Treasurer, who shall carry out the provisions of State Statute §412.141.

Subd 10. **Additional Duties and Authority.** The City Manager shall perform such other duties as may be prescribed by the statutes relating to Optional Plan B cities, or required by ordinance or resolutions adopted by the Council.

### SECTION 150.02. PERSONNEL RULES AND REGULATIONS.

The City Manager may promulgate personnel rules setting forth the rights, duties and responsibilities of employees. Such rules may from time to time be amended."

*History: Ord 121 codified 1970; repealed and replaced by Ord 122 12-6-89; amended by Ord 1994-8 9-28-94; Ord 1999-10 9-07-99; Ord 2003-5 3-18-03; Ord 2005-10 9-20-05; Ord 2008-06, 06-17-08; Ord 2010-06, 03-16-2010; Ord 2010-12, 06-03-2010; Ord 2012-12, 05-15-12*

*Reference: M.S. 43A.11, 179A.01 to 179A.30, 197.455, 197.46, 211B.09, 211B.10, Subd. 2, 353, 471.991 to 471.999*